

2010 National Small Business Week Nomination Guidelines

SBA Awards given in celebration of National Small Business Week include the following awards:

- Small Business Person of the Year
- Small Business Champion Awards:
 - Small Business Exporter of the Year
 - SBA Young Entrepreneur of the Year
 - Jeffrey Butland Family-Owned Business of the Year
 - Financial Services Champion of the Year
 - Home-Based Business Champion of the Year
 - Minority Small Business Champion of the Year
 - Veteran Small Business Champion of the Year
 - Women in Business Champion of the Year
- Entrepreneurial Success Award
- Phoenix Awards:
 - Phoenix Award for Small Business Disaster Recovery
 - Phoenix Award for Outstanding Contributions to Disaster Recovery
- Federal Procurement Awards:
 - Small Business Prime Contractor of the Year
 - Small Business Subcontractor of the Year
 - Dwight D. Eisenhower Awards for Excellence
 - Gold Star Awards
 - Frances Perkins Vanguard Awards
- Small Business Development Center (SBDC) Service Excellence and Innovation Center Award
- Women's Business Center of Excellence Award
- 1st Mortgage Lender of the Year
- Office of Financial Assistance Small Business Lenders of the Year:
 - Two 7 (a) Loan Lenders (large and small)
 - Two 504 Loan Lenders (large CDC and small CDC)
 - Community/Rural Lender of the Year Award

SCORE – there IS a SCORE award, however, the SCORE Chapters handle this themselves.

The National Small Business Person of the Year, Small Business Prime Contractor of the Year, and Small Business Subcontractor of the Year will be announced and honored at a National event during National Small Business Week. They will be joined by government officials, corporate leaders and small businesses from around the country.

Individuals may not be nominated for more than one award category.

Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. Consult your nearest SBA district office if you have questions.

The Agency reserves the right, in its sole reasonable discretion, to remove a nominee from the selection process.

SBA Small Business Week Awards

Small Business Person of the Year Awards

SBA will make Small Business Person of the Year awards on the district level (in multi-district states), the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the National level. The National Small Business Person of the Year is selected from the State winners.

Key Deadlines

November 13, 2009 National Small Business Person of the Year award nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

December 18, 2009 Due Date to Regional Office

January 22, 2010 A panel of judges will select state winners in multi-district states.

March 8, 2010 State Small Business Persons of the Year will be announced.

Who is eligible to be nominated for this award?

A nominee for Small Business Person of the Year must own or operate a business defined as “small” under the applicable SBA size standards. Any individual who owns and operates or who bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a “team,” so long as the number of individuals in the team nomination does not exceed **four**. Individuals who have received the small business person award at the state level within the past five years are not eligible. Nominees must also be residents of the United States or its territories and will be subject to background checks. Small businesses owned and operated by nominees must comply with federal civil rights laws. While receipt of SBA assistance is not required, it is preferred.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States may submit nominations for the Small Business Person of the Year award.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee.

What is the deadline for nominations?

All nominations for Small Business Person of the Year must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.) (SBA assistance not required, but is preferred.)
 - One-paragraph description of the nominee's business
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable.**
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years.** — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Small Business Persons of the Year Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to

regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Small Business Person of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for the Small Business Person of the Year award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business.
 - Sustained expansion, addition of territories, growth in square footage occupied.
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years.
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market:
 - Sustained over a minimum of three years.
 - Increase over the three years must be in excesses of growth in Gross National Product.
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years:
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years.
4. Current and past financial performance — financial reports substantiate an improved financial position of the business:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth.
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return.
5. Innovativeness of product or service offered — an illustration of the creativity and imagination:
 - Specific description of uniqueness of product or service.
 - Explanation of how product or service fits a niche not being adequately addressed by the competition.
6. Response to adversity — examples of problems faced in the nominee's business and methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis.
 - Substantiation of the threat to the continuity of the business.
 - Defined actions taken by the nominee to resolve the crisis.
7. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:

- Listing of specific contributions of money, time, or resources to charitable causes.
- Membership in councils, boards and clubs providing support and services to the community.

Small Business Champion Awards:

- Small Business Exporter of the Year
- SBA Young Entrepreneur of the Year
- Jeffrey Butland Family-Owned Business of the Year
- Financial Services Champion of the Year
- Home-Based Business Champion of the Year
- Minority Small Business Champion of the Year
- Small Business Journalist of the Year
- Veteran Small Business Champion of the Year
- Women in Business Champion of the Year

SBA will make Small Business Champion Awards on the district level (in multi-district states), the State level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam), the Regional level and the National level. The National winners will be selected from the Regional winners.

Key Deadlines

November 13, 2009 National Small Business Champion Award nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

December 18, 2009 Due Date to Regional Office

January 12, 2010 Regional winners will be selected

January 22, 2010 A panel of judges will select state winners in multi-district states.

March 8, 2010 National SBA Small Business Champion Awards will be announced

Who is eligible to be nominated and what are the evaluation/selection criteria for the Small Business Champion awards?

Small Business Exporter: Any individual who owns and operates a small business engaged in exporting may be nominated.

1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

SBA Young Entrepreneur of the Year: To be considered a young entrepreneur, the individual must serve as a majority owner and operate or bear principal responsibility for operating a small business with a three year track record, and who will not have reached the age of 30 by June 1, 2010.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities created by the nominee's business.
3. Development and/or utilization of innovative or creative business methods.
4. Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

Jeffrey Butland Family-Owned Business of the Year: This award honors a family-owned and operated business which has been passed on from one generation to another. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a 15-year track record.

1. Evidence of success as measured by sales and profits.
2. Increased employment opportunities for family members and non-family members for the nominee's business.
3. Demonstrated potential necessary for long-term business success and economic growth.
4. Voluntary efforts to strengthen family-owned businesses within the community.

Financial Services Champion of the Year: Individuals who assist small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated. Nominees may or may not be small business owners.

1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions through the advocacy efforts of the financial services or accounting industries to advance small business interests.

Home-Based Business Champion of the Year: Individuals who have experienced the rewards and difficulties of owning a home-based business and have volunteered to improve the climate for these businesses may be nominated. Nominees may or may not be current small business owners.

1. Volunteer time and energy to improve the conditions for home-based businesses.
2. Engage in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

Minority Small Business Champion of the Year: Individuals who have fulfilled a commitment to support minority entrepreneurship may be nominated. Nominees may or may not be small business owners.

1. Volunteer efforts beyond business/professional responsibilities to advance minority small business interests within the community, state and/or nation.
2. Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
3. Voluntary provision of professional services to the minority small business community in a legal, legislative, managerial or financial capacity.
4. Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
5. Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

Veteran Small Business Champion of the Year: Individuals who have fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces may be nominated. Nominees may or may not be veterans.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Evidence of increased business opportunities for veterans as a result of the nominee's actions.
3. Advisory activities to improve awareness of small business opportunities among veterans' groups.
4. Advocacy of special consideration for veteran-owned small businesses in government policymaking.
5. Demonstrated success in obtaining support within the community for the establishment of veteran-owned small businesses.
6. Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

Women in Business Champion of the Year: Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

1. Active support for legislative or regulatory action designed to help small businesses.
2. Efforts to increase business and financial opportunities for women.
3. Legal, financial or managerial assistance provided to enhance women's business ownership.
4. Voluntary efforts to strengthen the role of women business owners within the community.
5. Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
6. Other accomplishments demonstrating effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

Who may submit nominations for these awards?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations

and business organizations, may submit nominations for these Small Business Champion Awards. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 36).

What is the deadline for nominations?

All nominations for the above Small Business Champion Awards must be postmarked or hand delivered to the appropriate SBA district office **no later than November 13, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Type of SBA assistance received (e.g., loan, SCORE counseling, SBDC assistance, etc.)
 - One-paragraph description of the nominee's business
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable**.
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years** — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of

the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.

10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.
11. For Small Business Exporter of the Year, the nomination package must include a description of the products exported and markets served.

What are the selection procedures for these awards?

The SBA Small Business Champions will be selected at the district (in multi-district states), state, regional and national levels. Winners at each level are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Small Business Awardees will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Entrepreneurial Success Award: Individuals must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

SBA will make the Entrepreneurial Success award to eligible businesses on the district level (in multi-district states), the state level (from each of the 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam) and the national level. The National winners will be selected from the State winners.

Key Deadlines

November 13, 2009 Entrepreneurial Success Award nominations must be received by SBA district offices.

December 11, 2009 SBA district winners will be selected from multi-district states; state winners will be selected from single-district states.

December 18, 2009 Due Date to Regional Office

January 23, 2010 A panel of judges will select state winners in multi-district states.

March 8, 2010 National Entrepreneurial Success Award winner will be announced.

Who is eligible to be nominated for this award?

To be nominated and receive this award, the nominee must be an individual who owns and operates or who bears principal responsibility for operating a business. Partners who jointly own and operate a business may be nominated as a "team," so long as the number of individuals in the team nomination does not exceed four. A nominee for this award must own or operate a business that initially was defined as "small" under the applicable SBA size standards, developed into a large business and must have received SBA assistance. Nominees must also be residents of and employed in the United States or its territories and will be subject to background checks. Consult your nearest SBA district office if you have questions.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee (see list beginning on page 34).

What is the deadline for nominations?

All nominations for the Entrepreneurial Success Award must be postmarked or hand delivered to the District Office no later than **November 13, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable;
 - Award for which the nomination is being made;
 - One-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. The nominee's financial statement **for the last three years** — including balance sheets, profit-and-loss statements and financial reports — not exceeding 12 pages, on 8 ½ inch x 11 inch paper.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

The SBA Entrepreneurial Success Award winners will be selected at the district (in multi-district states), state and national levels. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each state winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Field Operations for review. The National Entrepreneurial Success Award winner will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-

federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for the SBA Entrepreneurial Success award?

In evaluating the nomination packages, the judges will look at the following criteria:

1. Staying power — a substantiated history as an established business; including:
 - Number of years in business
 - Sustained expansion, addition of territories, growth in square footage occupied
 - Steady growth in net worth as evidenced by total assets less total liabilities on fiscal year end annual balance sheets over three years
2. Growth in number of employees — a benchmark to judge the impact of the business on the job market:
 - Sustained over a minimum of three years
 - Increase over the three years must be in excesses of growth in Gross National Product
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years:
 - Consistent growth in net income as evidenced by fiscal year annual profit-and-loss statements for a minimum of three years
4. Current and past financial performance — financial reports substantiate an improved financial position of the business:
 - Profit-and-loss statements for the last three years, reflecting sustained upward growth
 - Balance sheets for the last three years, showing consistent increase in net worth and/or partners' return
5. SBA Assistance – documentation of the type(s) and amount(s) of SBA assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered — an illustration of the creativity and imagination of the nominee:
 - Specific description of uniqueness of product or service
 - Explanation of how product or service fits a niche not being adequately addressed by the competition
7. Response to adversity — examples of problems faced in the nominee's business and the methods used to solve them, including:
 - Specific description of financial, physical, legal or other crisis
 - Substantiation of the threat to the continuity of the business
 - Defined actions taken by the nominee to resolve the crisis
8. Contributions to community-oriented projects — evidence of the use of his/her personal time and resources, including:
 - Listing of specific contributions of money, time, or resources to charitable causes

- Membership in councils, boards and clubs providing support and services to the community
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Phoenix Awards

- Phoenix Award for Small Business Disaster Recovery
- Phoenix Award for Outstanding Contributions to Disaster Recovery

Phoenix awards are given to those individuals (business owners, volunteers and public officials) whose efforts and contributions have enabled their businesses or communities to recover successfully from a disaster.

Key Deadlines

January 20, 2010: All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 20, 2010.**

Phoenix Award for Small Business Disaster Recovery

Who is eligible to be nominated for this award?

Any individual who owns and operates a small business that suffered physical damage following a disaster during the previous fiscal year and received an SBA physical disaster loan may be nominated.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

SBA Disaster Field Operations Centers (see list beginning on page 38).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate SBA Disaster Field Operations Center **no later than January 20, 2010.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not**

be considered. All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee and Nominator's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable;
 - Award for which the nomination is being made;
 - One-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. A narrative reporting how the disaster damaged the business, how the company was able to rebuild and maintain 90% of its pre-disaster work force after receiving the SBA disaster loan, steps taken to prevent future disaster damage (if any), photos documenting the disaster damage (if possible), and photos of the rebuilt property.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.**
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. Recent disaster — Business suffered a physical disaster loss during FY 08 and received an SBA disaster loan during FY 2008 and/or FY 2009. (Note: the directions from Janie had FY07 and SBA disaster loan during FY 2007 and FY 2008. I changed it as I thought they missed this change.)
2. Extent of damage — Business suffered at least 40 percent physical damage.

3. Resiliency — Business successfully resumed its operations within the same geographic area.
4. Employment level — Business maintained at least 90% of its pre-disaster employment level.
5. Contribution to the local community (e.g., the only supermarket in town, a major employer in the city, etc.).
6. Speed of recovery.
7. Initiative and innovation displayed during recovery.
8. Efforts made by the business to protect the property from future disaster losses.

Phoenix Award for Outstanding Contributions to Disaster Recovery

Who is eligible to be nominated for this award?

Phoenix awards may be presented to a private-citizen volunteer and public official who has each made an outstanding contribution to a community's recovery following a natural disaster which occurred during the previous fiscal year.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this Award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

SBA Disaster Field Operations Centers. (see list beginning on page 38).

What is the deadline for nominations?

All nominations for Phoenix Awards must be postmarked or hand delivered to the appropriate Disaster Field Operations Center **no later than January 20, 2010**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee and Nominator's full name, title, business and home addresses;

- telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - One-paragraph description of the nominee's business and/or professional occupation
- 2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
- 3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable**.
- 4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- 5. A brief biography of the nominee, not to exceed one page.
- 6. A narrative detailing how that person responded to the needs of the community in the aftermath of the disaster, as well as a biography of the nominee. The submission of articles from newspapers and magazines is encouraged.
- 7. Any other supporting documentation deemed significant by the nominator, including photos, news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages.
- 8. A completed SBA Form 2137 Award Nomination Consent Form, attached and available at SBA offices.

What are the evaluation/selection procedures for this award?

Phoenix Award nominees in the Outstanding Contribution to Disaster Recovery by a Public Official and Volunteer categories are judged by the substantive, selfless and far-reaching nature of their contribution to the post-disaster recovery of their respective communities. Winners will be selected by a panel of judges. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

Federal Procurement Awards:

- Small Business Prime Contractor of the Year
- Small Business Subcontractor of the Year
- Dwight D. Eisenhower Award for Excellence
- Gold Star
- Frances Perkins Vanguard

These awards honor small businesses that have provided the government with outstanding goods and services as prime contractors. All nominees must be defined as "small" according to applicable SBA size standards. Firms that have received this award

within the past three years are not eligible. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 37).

Key Deadlines:

December 11, 2009: All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 11, 2009.**

Small Business Prime Contractor of the Year Award

Who may submit nominations for this award?

Only federal agencies may nominate firms for the Small Business Prime Contractor of the Year Award.

Where are the nominations to be sent?

Nominations for the Small Business Prime Contractor of the Year Award must be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating federal agency's buying activity is located (see list on page 37).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 11, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Nominee's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Nominator's name, title, agency name, buying activity name, business address and telephone number; and email address
 - One-paragraph description of the nominee's business and/or professional occupation
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
4. **Four to five additional photos** of the nominee's company and employees at work.

5. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.**
9. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Small Business Prime Contractor of the Year award winners will be selected at area and national levels. Area winners will be selected by a panel of judges. Area winners will automatically be considered for the national award. The nomination packages of area winners will be transmitted to the Office of Government Contracting for review. The National Small Business Prime Contractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The area and national winners will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

Small Business Subcontractor of the Year Award

Who is eligible to be nominated for these awards?

This award honors small businesses that have provided the government and industry with outstanding goods and services as subcontractors. All nominees must be defined as "small" according to applicable SBA size standards. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list on page 38).

Who may submit nominations for these awards?

Only large federal prime contractors may nominate a firm for the Small Business Subcontractor of the Year Award.

Where are the nominations to be sent?

Nominations should be submitted to the Government Contracting Area Office, Attn: Government Contracting Area Director, in which the nominating prime contractor is located (see list on page 38).

What is the deadline for nominations?

All nominations for these awards must be postmarked or hand delivered to the appropriate Government Contracting Area Office **no later than December 11, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee's full name, title, business and home addresses
telephone and fax numbers, and e-mail address if applicable
 - Award for which the nomination is being made
 - Nominator's name and title, prime contractor name, business address, and
telephone number and email address
 - One-paragraph description of the nominee's business
2. A completed background form (SBA Form 3300, Award Nomination Form) which
will be made available through SBA field offices. For "team" nominations for Small
Business Person of the Year, a background form is required for each team member.
3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least
300 dpi; **photocopies are not acceptable**.
4. **Four to five additional photos** of the nominee's company and employees at work.
5. A nomination letter, to include a concise statement of the qualities and performance
that merit the award, not to exceed four pages.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. Any other supporting documentation deemed significant by the nominator, including
news clips, letters of recommendation and other evidence of the appropriateness of
the nomination. **Supporting documentation must not exceed 10 pages.**

9. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

Small Business Subcontractor of the Year award winners will be selected at area and national levels. The regional winners will be selected by a panel of judges. Regional winners will automatically be considered for the national award. The nomination packages of area winners will be transmitted to the Office of Government Contracting for review. The National Small Business Subcontractor of the Year will be selected by the SBA Administrator, based on the recommendations of a panel of judges. The national winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The company must excel in the following areas:

1. Overall management
2. Delivery performance
3. Technical capabilities
4. Labor relations
5. Cost performance
6. Special achievements
7. Resource utilization
8. Customer interface
9. Financial strength, and
10. Exceptional results.

Dwight D. Eisenhower Award for Excellence

This award recognizes large prime contractors that have excelled in their utilization of small businesses as suppliers and subcontractors. One award may be made in each of the following five categories: manufacturing; service; research and development; construction; and utilities. Firms that have received this award within the past three years are not eligible for nomination. For more information, contact the nearest Government Contracting Area Office (see list beginning on page 37).

Who may submit nominations for this award?

The Dwight D. Eisenhower Award for Excellence is a self-nomination award program; large prime contractors nominate themselves.

Where are the nominations to be sent?

Nominations must be submitted to the SBA Government Contracting Area Office in which the prime contractor is located (see list on page 38).

What is the deadline for nominations?

All nominations must be postmarked or hand delivered to the appropriate Government Contracting Area Office no later than **December 23, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order**:

1. A single cover page with —
 - Nominee's full name, title, prime contractor name, business and home addresses; telephone and fax numbers, and e-mail address
 - Award for which the nomination is being made
 - Nominator's name and title, prime contractor name, business address and telephone number and email address
 - One-paragraph description of the nominee's business
2. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
3. **Four to five additional photos** of the nominee's company and employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. A detailed narrative summarizing the company's subcontracting program.
6. A brief biography of the nominee, not to exceed one page.
7. A business profile, not to exceed one page.
8. A five-year trend analysis, in table format.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages.)
10. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

What are the selection procedures for this award?

Following determination of eligibility by the appropriate Government Contracting Area Offices, nomination packages will be forwarded to the Office of Government Contracting, Washington, DC, for review and recommendation of award winners. The SBA Administrator will select the winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. Summary Subcontract Report(s) for fiscal the year ending September 30, 2008 must reflect maximum practicable opportunity for small business, veteran-owned small business, service-disabled veteran owned small business, HUBZone small business, small disadvantaged business, and women-owned small business as required by statute and regulations.
2. Demonstrated management support of the small business program.
3. Effectiveness of the small business liaison officer.
4. Outreach efforts during the past 12 months (i.e., seminars, conferences, trade shows and any other related procurement functions).
5. Assistance to small businesses during the past two years. (In the narrative submitted with the nomination, include the various kinds of assistance such as technical, managerial, etc. and where possible, identify recipients by category: small business, HUBZone small business, veteran-owned small business, service-disabled veteran-owned small business, small disadvantaged business, and women-owned small business).
6. Participation in a mentor-protégé program.
7. Receipt of other awards for small business activities (i.e., federal, state, trade shows, etc.) during the past three years.
8. Use of the Central Contractor Registration's (CCR's) Dynamic Small Business Search Engine, for identification of potential vendors, and use of SUB-Net for publication of subcontracting opportunities.
9. Nomination of firms under the Small Business Subcontractor of the Year Award Program in FY 2007, FY 2008 and FY 2009. (If the company has not yet submitted a nomination for the Subcontractor of the Year Award Program for FY 2010, it must indicate if it intends to do so).
10. Federal agencies with which the company had contracts containing subcontracting plans as of September 30, 2009.

Gold Star Award

This award recognizes federal agencies (e.g., Office of Small and Disadvantaged Business Utilization or, for the Department of Defense, the Office of Small Business Programs), that exhibit exemplary performance in pursuit of aggressive goals and strategic initiatives that help ensure increased small business participation in the federal marketplace. Federal agencies that have received this award within the past two years are not eligible for nomination.

Who may submit nominations for this award?

Self-nominations for Gold Star Awards are made by federal agencies.

Where are the nominations to be sent?

Nominations must be submitted to the Office of Government Contracting and Business Development, Attention: Gold Star Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416.

What is the deadline for nominations?

Nominations for the Gold Star award must be postmarked or hand delivered to SBA **no later than December 11, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Award for which the nomination is being made
 - Name of office and agency nominated
 - Nominator's name and title, business address, telephone number, email address
2. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; **photocopies are not acceptable.**
3. **Four to five additional photos** of the nominee's company and employees at work.
4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
5. Tabular presentation of agency small business and socioeconomic procurement preference goals for FY 2008, FY 2007, and FY 2006, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).
6. A detailed narrative summarizing the agency's: (a) goaling achievement for FY 2008, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and (b) marketing and outreach efforts, or other initiatives, in support of increased goal achievement, that rise to the level of best practices.
7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages).
8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available at SBA offices.

What are the selection procedures for this award?

A panel of judges convened by the Office of Government Contracting and Business Development, will evaluate nominee(s) based on information contained in the nomination package, and provide recommendations to the Administrator. The SBA Administrator will select the award winner(s). Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

The federal agency nominated must have:

1. Met or exceeded its overall small business contracting goals for FY 2008;
2. Met or exceeded at least three socioeconomic procurement preference goals for FY 2008; and
3. Engaged in a level or type of outreach to the small business community, or undertook other measures to increase achievements against goals, that rose to the level of best practices.

In evaluating nominations, the following will be considered.

1. Goaling achievement for FY 2008, for small business and all socioeconomic procurement preference programs, and how such performance compares with that of prior years; and,
2. Best practices including marketing and outreach efforts, or other initiatives, in support of increased goal achievement.

Frances Perkins Vanguard Award

This award honors federal government agencies and industry for their excellence in the use of women-owned small businesses as prime contractors and subcontractors. Awards will recognize exemplary utilization of women-owned small businesses by:

The awards for which nominations are being accepted include the following:

1. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by a Federal Buying Activity.
2. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by a Federal Procurement Official.
3. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by Industry as subcontractors or suppliers.
4. The Frances Perkins Vanguard Award for exemplary utilization of women-owned small businesses by an Industry Procurement Official as subcontractors or suppliers.

Firms, federal agencies, and officials that have received this award within the past three years are not eligible for nomination.

Who may submit nominations for this award?

Firms and agencies must self-nominate for the Frances Perkins Vanguard Award.

Where are the nominations to be sent?

Nominations must be submitted to the Office of Government Contracting and Business Development, Attention: Ms. Pamela McClarn, Frances Perkins Vanguard Award, U.S. Small Business Administration, 409 3rd St. SW, Washington, D.C. 20416.

Please contact: Ms. Pamela McClarn at 202-205-7408 or Pamela.McClarn@sba.gov

What is the deadline for nominations?

All nominations for the Frances Perkins Vanguard Award must be postmarked or hand delivered to SBA **no later than December 11, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Award for which the nomination is being made
 - Name of the federal buying activity, federal procurement official, industry buying activity, or industry procurement official, business address, telephone and FAX numbers, email address
 - Nominator's name and title, business address, telephone # and email address
2. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
3. **Four to five additional photos** of the nominee's company and employees at work.
4. Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
5. For nomination of federal buying activities and/or federal procurement officials tabular presentation of buying activity women-owned small business goals for FY 2007, FY 2008, and FY 2009, and accomplishments against such goals, from the Federal Procurement Data System-Next Generation (FPDS-NG).
6. For nomination of industry buying activities and/or industry procurement officials: tabular presentation Summary Subcontract Reports for FY 2007, FY 2008, and FY 2009.
7. Detailed narrative summarizing the following with respect to increasing participation of women-owned small businesses in the federal marketplace.

1. Leadership — includes, but is not limited to, factors such as: written policy supporting women-owned small businesses; reference to women-owned small businesses in standard operating procedures; designation of a senior executive responsible for implementing women-owned small business initiatives and formal recognition of procurement personnel who utilize women-owned small businesses.
2. Advocacy — includes, but is not limited to, factors such as: outreach efforts including newsletters; business assistance and training seminars for women business owners; facilitating trade show/marketplace presentations.
3. Innovation — includes, but is not limited to, factors such as: using new technologies; new methodologies; new processes and challenging the conventional procedures, resulting in an increase in women-owned small business' participation.
4. Implementation — includes, but is not limited to, factors such as: development and administration of an agency/company plan to ensure maximum practicable opportunities for women-owned small businesses as subcontractors; and establishing aggressive subcontracting goals for women.
5. Accomplishment – the trend in awards to women-owned small businesses (prime contracts for federal buying activities and officials, and subcontracts for industry buying activities and officials).
6. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. (Supporting documentation must not exceed 10 pages).

What are the selection procedures for this award?

Following the determination of eligibility, a panel of judges, convened by the Office of Government Contracting and Business Development, will review nominations, and make recommendations to the Administrator. The SBA Administrator will select the award winners. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating nominations, the following (as described in detail above) will be considered.

1. Leadership,
2. Advocacy,
3. Innovation,
4. Implementation, and
5. Accomplishment.

Small Business Development Center Service Excellence and Innovation Center Award

This award honors the Small Business Development Center (SBDC) Service Centers for their excellence in providing value to small businesses and advancing program delivery and management through innovation.

Key Deadlines

November 13, 2009: All nominations for the Small Business Development Center Service Excellence and Innovation Center award must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, and SBDC Lead and Service Centers may nominate an SBDC Service Center for this award.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office serving the state or territory of the nominee, Attn: SBDC Project Officer (see list beginning on page 36).

What is the deadline for nominations?

All nominations for the Small Business Development Center Service Excellence and Innovation Center award must be postmarked or hand delivered to the appropriate SBA District Office **no later than November 13, 2009.**

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Award for which the nomination is being made
 - Nominator's full name, title, business address, telephone number, and e-mail address
2. Nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
3. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Development Center Awards, a background form is required for each team

member.

4. Business Person of the Year, a background form is required for each team member.
5. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
6. **Four to five additional photos** of the nominee's company and employees at work.
7. A brief biography of the nominee, not to exceed one page.
8. A business profile, not exceeding one page.
9. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. Supporting documentation must not exceed 10 pages. Videos will not be considered.
10. A completed Award Nomination Consent Form, which will be made available through SBA offices.

What are the selection procedures for this award?

Small Business Development Center Award winners will be selected at the district (in multi-district states), state and national levels. In those states served by more than one SBA district office, additional awards may also be given at the district level. Winners are selected by a panel of judges. Winners at each level will be considered for awards at the next highest level. Nomination packages for each SBDC winner will be sent to regional SBA offices and prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National SBDC Service Center Excellence and Innovation Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the Agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal individuals serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

In evaluating the nomination packages, the judges will look at the following criteria:

S – Surpasses - Meets or exceeds the service center's performance milestones including extended engagement clients (5 hours of counseling contact time), new businesses started, capital infusion, client satisfaction and may include other center goals. (Include actual results and the related goal.)

B – Builds - Helps build small businesses by creating and implementing innovative programs, events, publications, research materials, and online applications. This success is demonstrated through success stories, job creation/retention and revenue growth resulting from SBDC counseling and training assistance.

D – Develops - Prepares the service center for success by actively participating with the lead center in the professional development of counselors in accordance with the network's strategic plan.

C – Champions - Acknowledged by the local/regional small business and economic development community as an advocate for advancing opportunities for entrepreneurial development (include any relevant news articles and/or letters from partners-limit 4.)

Women's Business Center of Excellence Award

This award honors a Women's Business Center (WBC) for its excellence and innovation in assisting women entrepreneurs by providing a wide variety of training and counseling.

Key Deadlines

November 13, 2009: All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered to the appropriate SBA District Office no later than **November 13, 2009**.

Who may submit nominations for this award?

Any individual or organization dedicated to the support of the small business community in the United States, including, but not limited to, trade and professional associations and business organizations, may submit nominations for this award. Individuals may not be nominated for more than one award category.

Where are the nominations to be sent?

Nominations must be submitted to the nearest U.S. Small Business Administration district office in the state or territory of the nominee, Attn: WBC District Office Technical Representative.

What is the deadline for nominations?

All nominations for the Women's Business Center of Excellence Award must be postmarked or hand delivered to the appropriate SBA District Office no later than **November 13, 2009**.

What information must the nomination package contain?

Nominations must be typewritten on one side of 8 ½ inch x 11 inch white stationery, collated and secured in a 1 ½ inch binder. **Incomplete nomination packages will not be considered.** All evaluation/selection criteria must be specifically addressed. A complete nomination package will include, **in the following order:**

1. A single cover page with —
 - Nominee's full name, title, business and home addresses; telephone and fax numbers, and e-mail address if applicable;
 - Award for which the nomination is being made;
 - Nominator's name, title, place of business, business address and telephone

number, email

- One-paragraph description of the nominee's business.
2. A completed background form (SBA Form 3300, Award Nomination Form) which will be made available through SBA field offices. For "team" nominations for Small Business Person of the Year, a background form is required for each team member.
 3. An **original** 8 x 10 or 5 x 7 inch photo of the nominee; or a **digital** photo – at least 300 dpi; photocopies are not acceptable.
 4. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
 5. A brief biography of the Center Director, not exceeding one page.
 6. A business profile, not to exceed one page.
 7. Any other supporting documentation deemed significant by the nominator, including news clips, letters of recommendation and other evidence of the appropriateness of the nomination. **Supporting documentation must not exceed 10 pages.** Videos will not be considered.
 8. A completed SBA Form 2137 Award Nomination Consent Form, which will be made available through SBA field offices.

What are the selection procedures for this award?

The Women's Business Center of Excellence Award winner will be selected at the national level. In those states served by more than one WBC, additional nominations may be made. Winners are selected by a panel of judges. Nomination packages for each WBC will be prepared for transmittal to the SBA's Office of Communications and Public Liaison for review. The National Women's Business Center for Excellence Award recipient of the Year will be selected by the SBA Administrator based on the recommendations of the agency's National Small Business Week panel of judges. The winner will be announced during National Small Business Week. Non-federal employees serving as judges must sign a conflict of interest/non-disclosure certification.

What are the evaluation/selection criteria for this award?

1. Delivers Results: Meets or exceeds performance milestones. (This is reflected in the center on-site review), i.e. long-term clients, new businesses created, jobs creation/retention, capital infusion, client satisfaction, success stories, counseling evaluations, etc.
2. Innovates: Creates and develops innovative events and/or programs, publications, research materials and online applications to enhance small business awareness and solutions.
3. Champions: Advocates for the SBA, WBC program and the overall small business community.
4. Develops: Partners with a variety of local, state and other entities to grow the program through unique collaborations that not only bring in monetary matching funds but also help market the WBC.

5. Good Standing: Center must be in good standing with the Office of Women's Business Ownership at SBA headquarters. This includes but is not limited to having no outstanding examination or review findings.

Office of Financial Assistance Small Business Lenders of the Year

Awards are presented to those lenders that have used SBA loan programs to help the maximum number of small business owners obtain financing that they need to grow their businesses. These lenders demonstrate their creativity by using SBA loan programs to assist those businesses that are not able to obtain conventional financing on reasonable terms. The awards are as follows:

The 7(a) Lender of the Year (large and small lender categories):

Large Lender Award: 7(a) lenders with an outstanding loan portfolio with an SBA share of at least \$100 million (as verified by the Office of Credit Risk Management)

Small Lender Award: 7(a) lenders with an outstanding loan portfolio with an SBA share of \$100 million or less (as verified by the Office of Credit Risk Management)

How will candidates be selected?

Lenders will be chosen by the Office of Financial Assistance based upon the criteria listed below and the loan data provided by OCRM.

What is the deadline for nominations?

November 23, 2009

What are the evaluation/selection criteria for this award?

- The selection will be based on portfolio performance, and growth in approval volume for the previous fiscal year.
- The lender must have demonstrated a steadfast commitment to supporting the growth and expansion of small businesses (creation and job retention, increased penetration in underserved markets).
- Additional consideration will be given to lenders who utilize numerous SBA loan programs.
- Lender must have a satisfactory OCRM Risk Rating.

504 Certified Development Company Award (large and small lender categories):

Large CDC Award: 504 Certified Development Companies with an outstanding SBA loan portfolio of at least \$100 million (large).

Small CDC Award: 504 Certified Development Companies with an outstanding SBA loan portfolio of less than \$100 million (small)

How will candidates be selected?

CDC's will be chosen by the Office of Financial Assistance based upon the criteria listed below and the loan data provided by OCRM.

What are the evaluation/selection criteria for this award?

- The selection will be based on portfolio quality, and growth in approval volume for the previous fiscal year.
- The lender must have demonstrated a steadfast commitment to supporting the growth and expansion of small businesses (creation and job retention, increased penetration in underserved markets).
- CDC must have a satisfactory OCRM Risk Rating.

Community/Rural Lender of the Year Award:

Following this year's Small Business Week awards, the Office of Financial Assistance has decided to change one of the awards to better reflect the mission and goals of the Agency in a critical business environment. For the 2009 awards, the District Offices were asked to nominate candidates for the 1st Mortgage Lender of the year. This award was divided into a large lender (over \$1B) and a small lender (under \$1B). Because the criteria were hard to implement, very few candidates were nominated. Therefore, this year OFA would like to change that award to recognize an outstanding community or rural lender of the year.

Who is eligible to be nominated?

The award will go to a Community/Rural lender (under \$1B) that has exhibited an ongoing commitment to supporting the growth and expansion of small businesses that are not able to obtain financing on reasonable terms elsewhere.

Who may submit nominations for this award?

Nominations for this award will come from the Office of Field Operations and the district offices.

What is the deadline for this award?

November 23, 2009

What information must the nomination package contain?

Nominations must be typewritten on 8 ½" X 11" white stationary. In complete packages will not be considered. A complete nomination package must include the following information:

- Cover sheet for award for which the nomination is being made.
- Nominator's name and title, district office, telephone and email information.

- Nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding 3 pages.
- A "Signature" loan that highlights the SBA program used and how it impacted the community.
- An original 8" X 10" or 5" X 7" photo of the nominee and/or the business.
- Lender contact information including; Name of person who may accept award, address, phone, email.
- Note: the successful candidate will be asked to provide a photo for use in Small Business Week promotional materials.

What are the evaluation/selection criteria for this award?

The candidates should have a presence in their community and utilize several of the SBA loan products, including 7(a), SBA Express, ARC loans and Patriot and Community Express loans. The SBA is looking for lenders who definitely make an impact in their communities through the use of SBA loan programs.

Criteria to consider in making nominations:

- Increase in SBA loan approvals over the past two fiscal years
- Use of different SBA loan programs
- Use of ARRA to assist area businesses
- Signature deals that show SBA's impact in the community
- Outreach and/or increased penetration in underserved constituencies

For More Information

SBA offices are located in all 50 states, the District of Columbia, Puerto Rico, the U.S. Virgin Islands and Guam.

For the office nearest you, look under "U.S. Government" in your telephone directory, or contact:

- Home page: www.sba.gov.
- Fax: 202-481-6190
- Phone: 1-800-U ASK SBA
- E-mail: answerdesk@sba.gov
- TDD: 704-344-6640

Regional Office

**2401 Fourth Avenue, Suite 400
Seattle, WA 98121**

206-553-5231

SBA District Offices

Alabama

801 Tom Martin Dr.
Suite 201
Birmingham, AL 35211
Tel: 205-290-7101

Alaska

510 L Street
Suite 310
Anchorage, AK 99501
Tel: 907-271-4022

Arizona

2828 North Central Ave.
Suite 800
Phoenix, AZ 85004-1093
Tel: 602-745-7200

Arkansas

2120 Riverfront Dr.
Suite 250
Little Rock, AR 72202
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California

2719 N. Air Fresno Dr.
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330 North Brand Blvd.
Suite 1200
Glendale, CA 91203
Tel: 818-552-3201
650 Capital Mall
Suite 7-500
Sacramento, CA 95814
Tel: 916-930-3700
550 West C St.
Suite 550
San Diego, CA 92101
Tel: 619-557-7250
455 Market St.
Sixth Floor
San Francisco, CA 94105
Tel: 415-744-8475
200 West Santa Ana Blvd.
Suite 700
Santa Ana, CA 92701
Tel: 714-550-7420

Colorado

721 19th St.
Suite 426
Denver, CO 80202
Tel: 303-844-2607

Connecticut

330 Main St.

2nd Floor
Hartford, CT 06106
Tel: 860-240-4700 x241

Delaware

1007 N. Orange St.
Wilmington, DE 19801
Tel: 302-573-6294 x225

District of Columbia

740 15th Street, N.W.
Washington, DC 20005
Tel: 202-272-0343

Florida

100 South Biscayne Blvd.
7th Floor
Miami, FL 33131
Tel: 305-536-5521 x152
7825 Baymeadows Way
Suite 100-B
Jacksonville, FL 32256
Tel: 904-443-1900

Georgia

233 Peachtree Road, N.E.
Suite 1900
Atlanta, GA 30303
Tel: 404-331-0100 x212

Guam

400 Route 8
Suite 302
Hagatna, GU 96910
Tel: 671-472-7419

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300 Ala Moana Blvd.
Room 2-235
Honolulu, HI 96850
Tel: 808-541-2990

Idaho

380 Parkcenter Blvd.
Suite 330
Boise, ID 83706
Tel: 208-334-9004

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500 West Madison St.
Suite 1250
Chicago, IL 60661
Tel: 312-353-4508

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8500 Keystone Crossing
Suite 400
Indianapolis, IN 46204
Tel: 317-226-7272 x212

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2750 1st Ave., N.E.
Suite 350
Cedar Rapids, IA 52402
Tel: 319-362-6405
210 Walnut St.

Room 749
Des Moines, IA 50309-4106
Tel: 515-284-4422

Kansas

271 West Third St. North
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Wichita, KS 67202-1212
Tel: 316-269-6566

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600 Dr. M.L. King Jr. Place
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Louisville, KY 40202
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68 Sewall St.
Room 512
Augusta, ME 04330
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Baltimore, MD 21201
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Suite 210-C
Minneapolis, MN 55403
Tel: 612-370-2306

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210 East Capital St.
Suite 900
Jackson, MS 39201
Tel: 601-965-4378 x20

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1000 Walnut St.
Suite 500
Kansas City, MO 64106
Tel: 816-426-4900

200 North Broadway
Suite 1500
St. Louis, MO 63102
Tel: 314-539-6600

Montana

10 West 15th St.
Suite 1100
Helena, MT 59626
Tel: 406-441-1081

Nebraska

11145 Mill Valley Road
Omaha, NE 68154
Tel: 402-221-4691

Nevada

400 South Fourth St.,
Suite 250
Las Vegas, NV 89101
Tel: 702-388-6611

New Hampshire

55 Pleasant St.
Suite 3101
Concord, NH 03101
Tel: 603-225-1400

New Jersey

2 Gateway Center
15th Floor
Newark, NJ 07102
Tel: 973-645-3680

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625 Silver Ave., S.W.
Suite 320
Albuquerque, NM 87102
Tel: 505-248-8225

New York

130 S. Elmwood Ave.
Suite 540
Buffalo, NY 14202
Tel: 716-551-4301 x313
26 Federal Plaza
Room 3100
New York, NY 10278
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401 S. Salina St.
5th Floor
Syracuse, NY 13202
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6302 Fairview Rd.
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Charlotte, NC 28210-2227
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657 2nd Ave. North
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Fargo, ND 58102
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1350 Euclid Ave.
Suite 211
Cleveland, OH 44115
Tel: 216-522-4182
401 N. Front Street, Suite
200
Columbus, OH 43215-
2240
Tel: 614-469-6860 x287

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301 N. Sixth Street
Suite 116
Oklahoma City, OK 73102
Tel: 405-609-8000

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601 S.W. Second Ave.
Suite 950
Portland, OR 97204
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900 Market St.
5th floor
Philadelphia, PA 19107
Tel: 215-580-2700
411 Seventh Ave.
Room 1450
Pittsburgh, PA 15219
Tel: 412-395-6560

Puerto Rico

252 Ponce De Leon Ave.
Suite 200
Hato Rey, PR 00918
Tel: 787-766-5002

Rhode Island

380 Westminster Mall
5th Floor
Providence, RI 02903
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1835 Assembly St.
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Columbia, SC 29201
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2329 North Career Avenue
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Sioux Falls, SD 57107
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50 Vantage Way
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El Paso, TX 79901
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222 East Van Buren St.
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Tel: 206-553-7310
801 W. Riverside
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Clarksburg, WV 26301
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Suite 400
Milwaukee, WI 53203
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100 East B St.
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Casper, WY 82602-5013
Tel: 307-261-6500

Office of Government Contracting

Area I (ME, NH, VT, MA, RI, CT, NY, NJ, PR & VI)

U.S. Small Business Administration Office of Government Contracting

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Boston, MA 02222-1093

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Atlanta, GA 30303-1500

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Area V (CO, NM, OK, AR, LA, TX)

U.S. Small Business Administration Office of Government Contracting

4300 Amon Carter Blvd., Suite 116

Ft. Worth, TX 76155-2653

Tel: 817-684-5302

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Robert NC Nix Sr., Federal Building

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Philadelphia, PA 19107

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Area IV (MI, OH, IN, IL, WI, MN, IA, MO, KS, NB, SD, ND)

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500 Madison Street, Suite 1250

Chicago, IL 60661-2511

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Fax: 202-481-4162

Area VI (MT, WY, ID, WA, OR, UT, NV, AZ, CA, AK, HI)

U.S. Small Business Administration Office of Government Contracting

455 Market Street, 6th Floor

San Francisco, CA 94105-2420

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Fax: 415-744-0314

SBA Disaster Field Operations Centers

U.S. Small Business Administration

Office of Disaster Assistance

Field Operations Center – East

One Baltimore Place

Suite 300

Atlanta, GA 30308

1-404-347-3771

AL, CT, DC, DE, FL, GA, IL, IN, KY, MA, ME, MD, MI, MS, MN, NH, NJ, NY, NC, OH,
PA, PR, RI, SC, TN, VI, VT, WI, WV

U.S. Small Business Administration

Office of Disaster Assistance

Field Operations Center – West

6501 Sylvan Road

Citrus Heights, CA 95610

1-716-735-1500

AK, AR, AS, AZ, CA, CO, MPFM, FL, GU, HI, IA, ID, KS, LA, MO, MI, MT ND, NE, NM,
NV, OK, OR, SD, TX, UT, WA, WV